

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 78

4 OCT 1974

MANAGEMENT, ACQUISITION, AND UTILIZATION OF
AUTOMATIC DATA PROCESSING (ADP)

1. On 17 May 1974 a multiple addressee memorandum on ADP Management was issued by the Agency Comptroller and concurred in by all the Directorates. This memorandum is attached for your review and retention.

2. Key points of the Comptroller's memorandum which may impact your procuring authority are:

a. Requirements to acquire ADP hardware or contract services which meet the criteria below will be established in coordination with the Office of Joint Computer Support (OJCS), DD/A.

(1) Requirements for any new ADP hardware system (i.e., containing a new or changed Central Processing Unit).

(2) Requirements to upgrade or expand an already installed computer system where the cost is \$50,000 in annual leases or \$150,000 in purchases.

(3) Requirements for ADP system design, programming, or other services (excluding equipment maintenance) where the annual cost is \$50,000 or more.

b. Coordination with OJCS when required will be carried out before Office, Division, or Directorate approval is granted.

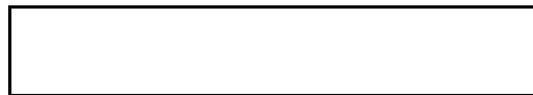
(1) If OJCS concurs in the ADP proposal, the final approval point for the proposal will be the normal approval point within the Directorate for acquisitions of the size in question.

(2) If OJCS non-concurs, the sponsoring Directorate may appeal to the DD/A for resolution of the problem or, failing a satisfactory resolution there, to the Director.

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3. This Procurement Note is intended only to bring to the attention of all Contracting Officers the coordination requirements which have been levied upon all requiring components by the Agency Comptroller. The direction in Procurement Note No. 73 that all requests to procure ADPE and/or software or services for such requirement be referred to the Automatic Data Processing and Engineering Section, Contracts Management Branch, established within Procurement Division, Office of Logistics, continues in full force and effect.

4. Action is in process to issue a Headquarters Regulation in the near future on the acquisition of ADPE and related software or services.



Michael J. Malanick
Director of Logistics

STATINTL

Att

17 May 1974

DD/MIS Register
File 0413-2

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT: ADP Management

1. The Director has approved the concept of abolishing the Information Processing Board and decentralizing the functions of the Information Processing Staff, O/Comptroller. The decision to effect these changes reflects a conclusion that such special management controls over ADP at the Agency echelon are no longer necessary in light of the recently approved consolidation of Headquarters computer centers. This does not imply, however, any lessened need to ensure that information processing activities are carefully managed throughout the Agency.

2. In order to get on with this concept, I propose the following steps and request your concurrence in them:

a. The IP Board: The Information Processing Board will be formally abolished upon your concurrence with this memorandum.

b. The IP Staff: The Information Processing Staff will be abolished as soon as the functions of the IP Staff have been decentralized to other components of the Agency. The following modification and reassignment of IP Staff functions are proposed:

Approved For Release 2003/05/05 : CIA-RDP84-00780R005800130013-3

(1) Function #1: ADP Acquisition Approvals*

Special management approval at the Agency level (via IP Staff, IP Board, and DCI) of proposals to acquire specific ADP equipment and contract services will no longer be required. Instead, the following rules will apply:

(a) Requirements to acquire ADP hardware or contract services which meet the criteria below will be established in coordination with the Office of Joint Computer Support (OJCS), DD/M&S:**

1. Requirements for any new ADP hardware system (i. e., containing a new or changed Central Processing Unit)

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3. Requirements for ADP system design, programming, or other services (excluding equipment maintenance) where the annual cost is \$50,000 or more.

*This section modifies the Agency's special ADP Approvals System and replaces previous instructions concerning the System contained in the following references:

- (1) Memo dated 21 April 70 to DD's from Ex-Dir. Compt. Subject: Approvals Concerning Acquisition of ADP Equipment and Services
- (2) Memo dated 22 February 72 to multiple addressees from Ex-Dir. Compt. Subject: Information Processing Recommendation 15 [Para. 2 (15c)]
- (3) Memo dated 25 September 72 to DD's from DCI, Subject: Program Execution Procedure

**ADP proposals falling outside these criteria may be dealt with through normal channels within the Directorates without coordination with OJCS, DD/M&S.

(b) Coordination with OJCS when required will be carried out before Office, Division, or Directorate approval is granted.

1. If OJCS concurs in the ADP proposal, the final approval point for the proposal will be the normal approval point within the Directorate for acquisitions of the size in question.

2. If OJCS non-concurs, the sponsoring Directorate may appeal to the DD/M&S for resolution of the problem or, failing a satisfactory resolution there, to the Director.

(c) In carrying out its coordination role, OJCS will consider such factors as the appropriateness of using ADP methods to meet the requirement; the adequacy of the ADP plan to perform the functions specified; any significant shortcomings in the proposal (e.g., hardware, software, expected vendor performance, schedule, hidden manpower requirements, down-the-road compatibility with other operations, duplication of existing capabilities, etc.). OJCS will state whether the ADP operational role is appropriate for the component making the ADP proposal or whether this role could be more appropriately handled by OJCS.

(d) ADP activities will, of course, be subject to the normal review processes in the O/Comptroller of all Agency activities.

Note: It is the responsibility of components wishing to acquire any ADP equipment or contract services, irrespective of dollar value, to proceed in concert with the Office of Logistics (OL) to assure Agency compliance with GSA requirements for the special handling of such ADP procurements. (Consultation with OL should take place prior to initiation of discussions with potential suppliers. Specific instructions on how components are to relate to OL in the procurement of ADP equipment and services will be issued by OL in the near future.)

(2) Function #2: Channel for Governmental Correspondence and External Reporting on ADP

The central point within the Agency for incoming ADP correspondence from GSA, NBS, etc., and for external reporting on ADP matters to such arms of the government will be transferred to the DD/M&S.

(3) Function #3: Commercial Liaison

The central point for handling liaison matters with commercial ADP organizations will be transferred to the DD/M&S.

(4) Function #4: ADP/MIS System

Direction of the Agency's ADP Management Information System (ADP/MIS) will be transferred to OJCS, DD/M&S.

(5) Function #5: COINS Subsystem Manager

Selection for the position of COINS Subsystem Manager for CIA will be made by the CIA Management Committee.

(6) Function #6: CIA Member of the IHC

Selection for the position of CIA Member of the Intelligence Information Handling Committee (IHC), USIB will be made by the CIA Management Committee.

(7) Function #7: IPC for DCI Area

The position of Information Processing Coordinator for the DCI Area will be transferred to the AO/DCI. (This item already approved).

(8) Function #8: Coordinator, ADP Resource Allocation System

The functions of the Coordinator of the ADP Resource Allocation System used by OJCS will be transferred to the Budget Management Staff, O/Comptroller.

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(9) Function #9: Program & Budget Analysis for IP&E Category

The responsibility for program and budget analysis of the Information Processing and Exploitation (IP&E) Category of the Agency's program structure will be transferred to the Chiefs of the appropriate Directorate Groups, O/Comptroller.

(10) Function #10: ADP Studies/Issue Analyses

The CIA Management Committee will direct appropriate ADP studies to be made and appoint suitable study groups.

(11) Function #11: Representation

O/Comptroller representation on the Inter-Agency ADP Committee, the Computer Security Subcommittee of the Security Committee, USIB and on the Agency's Word Processing Task Force will be discontinued.

[Redacted Signature Box]

JOHN D. IAMS
Comptroller

STATINTL

CONCUR

[Large Redacted Box]

5-21-74
(date) STATINTL

4 June 1974
es (date)

4 June 1974
(date)

5 July 1974
(date)

Deputy Director for Science and Technology

cc: Approved For Release 2003/05/05 : CIA-RDP84-00780R005800130013-3

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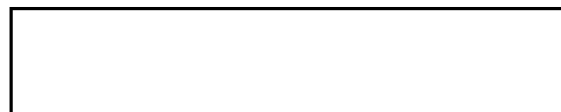
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STATINTL

Michael J. Malanick
Director of Logistics

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DD/AS Register
File 04132

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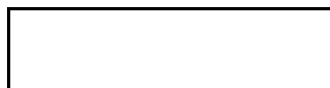
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JOHN D. IAMS
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CONCUR:

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STATINTL

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